



TEXAS DEPARTMENT OF HEALTH
AUSTIN TEXAS
INTER-OFFICE

02-042

TO: Regional Directors
Directors, Local Health Departments
Directors, Independent WIC Local Agencies
Chief, Bureau of Regional/Local Health Operations

FROM: Mike Montgomery, Chief **[Original Signed]**
Bureau of Nutrition Services

DATE: April 5, 2002

SUBJECT Sample Formula Ordering for Clinics

Our current formula contractor, Mead Johnson, has asked that local agencies do not contact the Mead Johnson customer service representatives to make any changes such as clinic closures or new clinic additions, or make any corrections. Mead Johnson will only accept changes from the Texas State WIC office.

Changes that include: clinic name, address, contact person, phone number, and/or clinic closure may be submitted to the state by notating the changes on the monthly WIC Free Trade Sample Formula report sent to the attention of Kim Gold. New clinic openings that will require sample formula to be mailed directly to the clinic must also be sent to Ms. Gold. The following information will be required:

- LA and clinic site numbers
- LA/clinic name
- Address
- Contact person
- Phone number

A customer number will be obtained from Mead Johnson, and the state office will contact the clinic with the information. The clinic can begin ordering sample formula as soon as they have the clinic customer number.

If you have any questions regarding this process, please contact Kim Gold at (512) 458-7111, extension 2215 or kim.gold@tdh.state.tx.us.